# ScanRouter V2 Lite

**Management Guide** 



#### **Preface**

This guide explains how to use ScanRouter V2 Lite. For information about setting up ScanRouter V2 Lite, see the ScanRouter V2 Lite Setup Guide. For information about using ScanRouter V2 Lite, see ScanRouter V2 Administration Utility Help.

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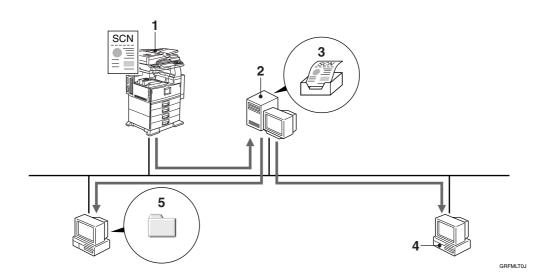
# 1. Overview of ScanRouter V2 Lite

### ScanRouter V2 Lite Delivery System

ScanRouter V2 Lite allows you to save scanned documents in local and remote folders.

#### **Delivery System Layout**

The diagram below shows the layout of the ScanRouter V2 Lite Delivery System. Scanned documents are delivered to the destination with the selected delivery method.



#### 1. Network Devices

Select a destination, and then scan.

#### 2. Delivery Server

The server works with other devices on the network to ensure document delivery. The system administrator uses the delivery management table to configure delivery settings for each user.

Available delivery methods:

- In-Tray save
- Save as Windows file

#### 

 $\Rightarrow$  P.2 "Available delivery methods"

#### 3. In-Tray

The delivery management tool configures an in-tray for each user. When [In-Tray save] is selected, documents are saved in the in-tray.

#### 4. Client Computer

Install DeskTopBinder V2 or ScanRouter V2 Link on the client computer.

- DeskTopBInder V2 can read, copy and/or delete documents in the intray.
- ScanRouter V2 Link can automatically retrieve documents or notify users that new documents have arrived.

# 5. Shared Folder on the Client Computer

When **[Save as Windows file]** is selected, you can send and save documents to a shared folder of the client computer.

#### **∅** Note

- ☐ Scanned documents are delivered to the delivery server over the network.
- ☐ The scanner can display the preset destination on the operation panel, but, it requires appropriate operation on the scanner.

- ☐ Undeliverable documents are saved in the undelivered data tray.
- Do not use ScanRouter V2 Link or ScanRouter V2 Administration Utility installed on a client computer connected to WAN, as this may result in system timeouts and incomplete delivery.
- ☐ Be sure to correctly configure any computers that use dial-up access.

#### 

⇒ P.32 "Dial-up Connection"

#### Features of the Delivery System

ScanRouter V2 Lite has the following functions to insure correct delivery that the right document reaches the right person efficiently.

#### **Deliverable Documents**

The following type of document is deliverable:

Scanned documents

#### Available delivery methods

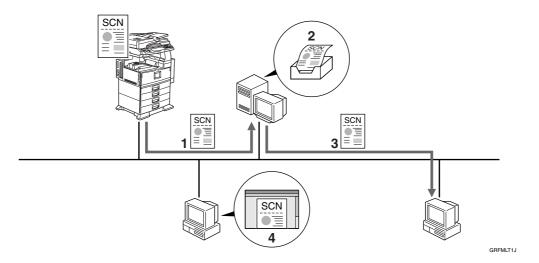
The following delivery methods are available for each user.

- In-Tray save
- Save as Windows file

#### In-Tray save

Documents can be saved in the in-tray on the delivery server. The user tray properties are set by individual users.

- You can read documents saved in the in-tray by DeskTopBinder V2.
- ScanRouter V2 Link can retrieve documents from the in-tray.



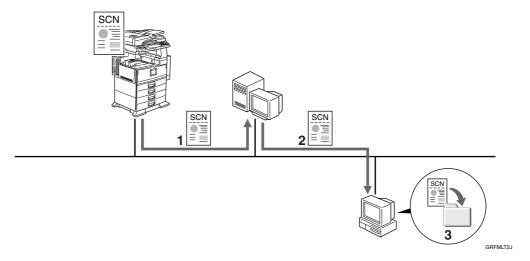
- 1. The scanner sends scanned documents to the delivery server.
- 2. The delivery server saves scanned documents in the in-tray.
- 3. A client computer installed with ScanRouter V2 Link can retrieve documents or notify users of document arrival. Retrieved documents are deleted from the in-tray.
- 4. A client computer installed with DeskTopBinder V2 can read documents saved in the in-tray.

#### 

⇒ P.17 "Delivery Table Management"

#### Save as Windows file

You can save documents in the shared folder of a client computer.



- 1. The scanner sends scanned documents to the delivery server.
- 2. The delivery server saves the document in a shared folder on the selected target computer.
- **3.** You can use documents on a client computor on the network.

#### Note

- ☐ Before setting up ScanRouter V2 Lite, create a shared folder in the client computer.
- ☐ You can also save documents to the delivery server windows folder in this way.

#### 

- $\Rightarrow$  P.17 "Delivery Table Management"
- ⇒ P.27 "Creating a Shared Destination Folder"

# 2. Using the Delivery System

#### **Network Administrator Duties**

There are several things that the network administrator must do before bringing the delivery server in operation. Daily maintenance is required after the server is brought in operation. The network administrator must also be ready to deal with any problems that arise.

Constant maintenance of the network is required to ensure that all clients have convenient access to the delivery service.

#### Note

☐ Use the ScanRotuer V2 Administration Utility to maintain the network.

#### **Before You Start**

Before the system is usable, the environment and other settings must be configured.

#### 

For assistance with the installation, see Help.

#### **Global settings**

Before opening the system for use, global settings for the environment, network devices and delivery functions must be configured.

#### Setting Admimistrator's Password

The administrator's password is used to control access to the Scan-Router V2 Administration Utility.

#### Note

- ☐ The admimistrator's password is requested only when the ScanRouter V2 Administration Utility are launched.
- ☐ If you have a system with more than one delivery server, you will need to set passwords individually for each server.

#### 

⇒ P.15 "Set Administrator"

#### Environment Settings

Environment settings are broken down into the following subsections.

- Default Image Format
   This controls the default save format for scanned images.
- Error/Disk Space Controls error notification and monitors remaining disk space.
- Schedule
   Controls scheduling of routine
   maintenance tasks. It is recom mended that you take advan tage of this function.
  - Maintenance
     Deletes expired documents
     and old error logs. Also optimizes the database.

#### 

⇒ P.15 "Set Preferences"

#### Adding Network Devices

Select and add a network device. Not all devices require installation.

#### 

⇒ P.16 "Set I/O Device"

#### Setting Delivery Features

Delivery system options:

- Undelivered Data Controls how undelivered documents are handled.
- User Index Controls display of [Destination] and [Sender] on network devices, once having set [Set I/O Device] from the [Server] menu.

#### 

⇒ P.16 "Set Delivery Feature Defaults"

#### Preparation for delivery operation

Several settings are required before delivery can begin.

#### **❖** Adding Destinations

Set a destination for users first. Registered users can be selected into groups. Appropriate delivery settings must be made for each destination.

#### 

 $\Rightarrow$  P.17 "Managing Destinations"

#### Adding Senders

This function adds the senders. You can set them while adding destinations. Some network devices use the destination as for sender information, so it is not necessary to add senders.

#### 

⇒ P.19 "Managing Senders"

#### Limiting the Log Entry

Set the maximum log entry for the delivery and error logs.

#### **₽** Reference

⇒ P.22 "Log Administration"

# Launching/Quitting the Delivery Server

#### Launching and quitting

#### Launching the Delivery Server

Turn on the power to the delivery server and start Windows. Server initialization varies with your install options.

#### Quitting the the Delivery Server

When turning off or restarting the delivery server, exit from delivery server first, then exit Windows and turn off the computer.

#### Starting delivery service

Delivery service can be started from the **[Server]** menu of ScanRouter V2 Administration Utility or when the delivery server is at startup, delivery service is to be started as set during installation.

#### Launching at Start-up

When you log into Windows using the ScanRouter V2 Lite starting account, delivery service will automatically begin.

❖ Launching from the Program Folder To start delivery service manually, select [Resume Services] from the [Server] menu.

#### Note

☐ To suspend delivery service, select [Suspend Service] from the [Server] menu.

#### **₽** Reference

⇒ P.14 "Suspending and Resuming Service"

#### ♦ Lauching as Service

Delivery service is started in the background. If **[Service]** is selected as the setup type, this will happen automatically.

#### **Daily Operation**

To properly maintain the system, the administrator should perform the following tasks on a regular basis.

#### Checking the undelivered data tray

Undelivered documents are saved in a undelivered data tray. Check the undelivered data tray periodically and delete or forward any documents found there. Also note that there may be a problem when two or more documents to the same destination are saved in this tray. To prevent this, make sure with the destination and/or communication condition be correct.

### 

⇒ P.20 "Managing Undelivered Data Trays"

#### Monitoring disk space

Because undelivered documents are stored on the server, a lack of diskspace may impair system function. To ensure that there is sufficient disk space, check the undelivered data tray periodically and delete or export any documents stored there. It is recommended to maintain free space more than 250 MB. From the [Server] menu, select [Server Information] to check free disk space. To receive notification of low free disk space, or to set free disk space for halting delivery, select [Set Preferences] from the [Server] menu, and make necessary settings on the [Error/Disk space] tab.

#### Note

- ☐ If the remaining free space became lower than the value specified by [Suspend at], delivery service is suspended. (Default minimum value:200MB)
  - If delivery service is suspended, delete any unnecessary documents from the in-tray and the undelivered data tray to raise free space, and resume the service.
  - To help maintain free space, set a time limit so that documents are automatically deleted after remaining in the tray longer.
- ☐ You can set the system to warn that disk space is running low before it suspends delivery service. Make the necessary settings on the [Error/Disk space] tab.

#### 

- ⇒ P.15 "Error/Disk Space"
- ⇒ P.17 "Managing Destinations"
- ⇒ P.16 "Undelivered Data"

#### Checking system operating conditions

You can monitor the condition of the system with the log. The log contains destination and sender information, as well as file sizes, transmission times, page counts and file histories. The log can also tell you when and how often different devices are used and caught in error. When an error occurs, check the error log to find the directory, and then delete the unnecessary data.

The following types of logs are kept:

#### **❖** Delivery Results:

Log of scanner deliveries

#### Errors:

Log of Errors

#### Note

- $\square$  Logs can also be saved as files.
- ☐ Even if you are not logged in to ScanRouter V2 Administration Utility as the system administrator, you may view the logs. (Administrator functions are still prohibited.)

#### 

⇒ P.22 "Log Administration"

#### Restarting the server

The server should be restarted regularly to maintain stability.

#### **∰**Important

☐ Suspend delivery services before restarting the server.

#### Backing up

Regular backups should be made to ensure system reliability. You can save backup information to any directory on the server.

#### Note

☐ Make sure there is enough free space on the server before backing up.

#### 

⇒ P.24 "Backing Up and Restoring"

#### Customization

The following settings are for dealing with specific problems.

#### **System Notices**

If there is an error or if disk space is low, the system will send a message to the administrator. You can manage error notification. From the [Server] menu, point to [Set Preferences], and make necessary settings on the [Error/Disk Space] tab. If [Ignore] is selected, no message arrives.

The following system notices are available:

#### Nondelivery Message

If the destination settings are wrong or the destination has been updated and the server has not, a nondelivery message will appear. The undelivered document will go to the undelivered data tray. Documents in the undelivered data tray can be delivered again.

#### Error Message

A message will appear anytime there is an error. See "Troubleshooting" for handling a specific error.

#### **❖ Disk Space Low Warning**

If free disk space falls below the threshold set in [Issue alert at], you will receive a low disk space message. Upon receiving this message, you should delete any unnecessary data to resume enough disk space.

#### 

- ⇒ P.16 "Undelivered Data"
- $\Rightarrow$  P.29 "Troubleshooting"
- ⇒ P.15 "Error/Disk Space"

#### **User fluctuation**

When there are changes in the layout/configuration of the network, take the following actions.

#### Adding a User

To add a user to the system, follow the steps below.

- Install and configure Desk-TopBnder V2 or ScanRouter V2 Link on the user's computer.
- Set the destination on the server. Assign the new user to a group. ⇒ P.17 "Managing Destinations"

#### ❖ Removing a User

To remove user from the system, take the following actions.

Delete the user's destination information from the server. If the user was a member of a group, the user will be automatically deleted. ⇒ P.17 "Managing Destinations"

• Delete the user from the sender list. ⇒ P.19 "Managing Senders"

#### Changing User's Information

If a user's information changes, take the following steps.

- Edit the user's information as appropriate.
- If the user's group association has changed, change the group information. If necessary, update the destination information. ⇒ P.17 "Managing Destinations"

#### Changing the Group Address

If the user's organization has changed, follow the procedures given below.

• If the users group name has changed, change the group destination information. ⇒ P.17 "Managing Destinations"

#### Changes in the environment

If network devices or the system layout is changed, take the following actions. Not all network devices require [Set I/O Device].

#### Adding an Network Device

When adding an network device, take the following steps.

- Register the network device. ⇒ P.16 "Set I/O Device"
- Make the delivery settings on the network device. For detail settings, see the operating instructions that come with the device.

#### Changing Network Device Settings

When changing network device settings or exchanging in new network devices, perform the following:

Change the settings for the network device. ⇒ P.16 "Set I/O Device"

#### Changing an IP Address

When the IP address of the delivery server or network device is changed, perform the following:

 When the IP address of a network device is changed, delete the device, and then add the device with its new IP address again. ⇒ P.16 "Set I/O Device"

#### Note

- ☐ If the network device is not listed in [Set I/O Device], confirm that the device has the correct IP address for the delivery server.
- ☐ If the network environment changes, make the necessary changes on clients and network devices with connected ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2, to correct server information. Correct information of connecting devices on [Set I/O Device] from ScanRouter V2 Administration Utility.

#### 

⇒ P.32 "Dial-up Connection"

#### Miscellaneous

#### Changing the Schedule

To change the starting time for maintenance. ⇒ P.15 "Set Preferences"

#### Changing the Administrator

To change the administrator password.  $\Rightarrow$  P.15 "Set Administrator"

#### **Troubleshooting**

If a problem arises, see "Trouble-shooting", and take the appropriate measures.

If data is corrupted, the system is unstable or does not operate correctly for some reason, load the backup data. If this is impossible, select [Return to Installation Defaults] from the [Maintenance] menu for initialization, and then restore the backup data.

#### 

- ⇒ P.29 "Troubleshooting"
- ⇒ P.24 "Maintenance"

# 3. Using the ScanRouter V2 Administration Utility

### ScanRouter V2 Administration Utility

# ScanRouter V2 Administration Utility Features

The ScanRouter V2 Administration Utility enables you to manage settings, delivery tables and maintenance.

#### Administrator and User Modes

The ScanRouter V2 Administration Utility can be accessed in either administrator or user mode.

- Administrator mode
   Administrator access allows use
   of all functions and requires the
   administrator password.
- User mode
   User access is restricted to viewing the log files but does not require a password.

#### **𝒯** Note

- ☐ The ScanRouter V2 Administration Utility is installed when ScanRouter V2 Lite is set up. You can also set up the ScanRouter V2 Administration Utility on a client computer and use it to access the delivery server.
- ☐ For information about setting up on a client computer, see the ScanRouter V2 Lite Setup Guide.

Follow the procedure below to launch the ScanRouter V2 Administration Utility for the first time on a client computer. For any launches past the first time, the last selected server is

# Launching the ScanRouter V2 Administration Utility

#### Launching from the delivery server

This section details how to launch the ScanRouter V2 Administration Utility directly from the delivery server.

- **𝚱** Note
- ☐ After launch, you can select another delivery server.  $\Rightarrow$  P.15 "Select Server"
- 1 Click [Start], point to [Programs], point to [ScanRouter V2 Lite] and then click [ScanRouter V2 Administration Utility].

The **[Enter Password]** dialog box appears.

- **2** Enter the password in [Password].
- Click [OK] to open the ScanRouter V2 Administration Utility in administrator mode.

Click [Cancel] to open in user mode.

#### Launching from a client computer

This section details how to launch the ScanRouter V2 Administration Utility from a client computer.

used.

#### Note

- ☐ After launch, you can select another delivery server. ⇒ P.15 "Select Server"
- Click [Start], point to [Programs], point to [ScanRouter V2 Lite] and then click [ScanRouter V2 Administration Utility].

The [Select Server] dialog box appears.

2 Click [Browse].

The [Browse Servers] dialog box appears.

Select the desired server and click [OK].

The [Select Server] dialog box reappears.

Click [OK].

The **[Enter Password]** dialog box appears.

#### **𝚱** Note

- ☐ Click **[Cancel]** to close the Scan-Router V2 Administration Utility.
- **5** Enter the password in [Password].
- Click [OK] to open the ScanRoter V2 Administration Utility in administrator mode.

Click [Cancel] to open in user mode.

#### Quitting

Select [Exit] from the [Server] menu.

#### **Using Help**

There is a help file provided for the ScanRouter V2 Administration Utility. The help file provides information about settings, operations and dialog screens.

#### Help with operation

Select [Contents and Index] from the [Help] menu. Help topic areas will be displayed.

#### Help with dialog boxes

Click [Help] in the dialog box you wish to know more about.

#### Searching Help by a function name or keyword

From the [Help] menu, select [Contents and Index] and click the [Index] tab. Enter the function name or keyword you wish to search for, or select from the list in the box. Click [Display] to see the relevant information.

#### Seeing version informtion

Select [About] from the [Help] menu to display version information for Scan-Router V2 Administration Utility.

#### **Screen Layout**

This section explains the layout of the screen.

#### Screen components



- 1. List of items under administration, displayed as a tree
- 2. Contents of item and/or files selected in 1
- 3. ScanRouter V2 Administration Utility menu
- 4. Shows status of the delivery server and information about selected items or components

#### Selecting items

Select an item to administer from the tree. The contents of the display window and the make-up of the menus will change according to what is selected on the tree.

#### Displaying/Hiding the status bar

From the **[View]** menu, select **[Status Bar]**, and then select hide status bar or display status bar.

#### **Updating Information**

To update the information on your display, select [Refresh] from the [View] menu.

### Suspending and Resuming Service

Delivery service can be suspended by selecting [Suspend Services] from the [Server] menu.

It is recommended that service be suspended when performing any of the following actions.

- Any function from the [Maintenance] menu
- Turning off or restarting the server Be sure to resume delivery service once these operations are completed.

#### **∰**Important

☐ When turning off or restarting the delivery server, be sure to suspend delivery.

#### Note

☐ It is possible that service will not resume immediately after [Resume Services] is selected from the [Server] menu. Wait until the [Temporarily suspended.] message disapears so that the server can finish maintenance.

### Server Management

The following options and settings are available with management mode for the server.

#### Note

☐ Information such as available disk space and server condition can be found under [Server Information] in the [Server] menu.

#### **Select Server**

When the ScanRouter V2 Administration Utility is started without a delivery service selected or when you are administrating another delivery server, select a management server by clicking [Select Server] from the [Server] menu.

#### **Set Administrator**

If the adminstrator or the adminstrator password changes, change the administrator settings in [Set Admistrator] in the [Server] menu.

The following sections can be changed:

Password

#### **Set Preferences**

The delivery system environment can be modified by [Set Preferences] in the [Server] menu.

#### **Default Image Format**

This setting controls the default format for saved images.

#### Note

- ☐ Choose from the following default image save formats:
  - Save as Windows file
- ☐ If the delivery type is [In-Tray save], images will be saved in the default format congigured on the network device.

#### **Error/Disk Space**

This controls methods of notification for errors and for low disk space.

#### Error Notification

Controls methods for notification of errors.

• From the [Output printer] dropdown list, select a printer from those displayed for use with the [Output to printer] setting. Only one printer can be selected.

#### Server disk space

These settings control how the server handles a lack of server disk space.

- **[Issue alert at]** allows you to set when the server will notify you of low disk space. The default is 250 MB.
- [Suspend at] allows you to set when the server will suspend delivery.

#### **Schedule**

This function allows you to schedule maintenance tasks. The following tasks are automatically performed.

#### Maintenance

This allows you to set a regular time for the server to carry out its maintenance routines. The default time is 1:00 am.

Maintenance consists of the following tasks:

- Deletion of Expired documents
- Deletion of old error logs
- Databse optimization

#### Note

☐ Users can access the server while maintenance is under way, but it is recommended that this be avoided as it may cause problems.

#### Set I/O Device

This controls the installation and configuration of network devices. This can be found in **[Set I/O Device]** under the **[Server]** menu . Not all devices require installation.

Network devices can be installed in the following ways:

- Setting their IP address
- By setting their host name

#### Note

- ☐ **[I/O Device List]** displays a list of the network devices on the network.
- ☐ You can add multiple network devices.
- ☐ Click [Properties] to see remaining disk space and change settings.

#### **Set Delivery Feature Defaults**

This controls default delivery options and is found in [Set Delivery Feature Defaults] under the [Server] menu.

#### **Undelivered Data**

This controls how undelivered documents are handled.

 Set an expiration date to have documents deleted after they are no longer needed.

#### **User Index**

This controls the **[Destination]** and **[Sender]** information displayed on the operation panel of the network devices, which were configured in **[Set I/O Device]** under the **[Server]** menu. There are two display formats, Title 1 and Title 2.

- Title 1 : 10 titles for frequent use and 10 more
- Title 2: 10 titles for frequent use and 5 more

#### **𝚱** Note

- ☐ To apply the setting, operation on the network device is required. For information, see the operating instructions that come with the device.
- ☐ The [User Index] tab can appear only when a network device is added in [Set I/O Device] under the [Server] menu.

### **Delivery Table Management**

The delivery table conists of the following:

- Destination
- Sender
- Undelivered Data Tray

#### **Managing Destinations**

The [Destination] field contains destination information and management tools. Select [Destination] in [Delivery Table] to view a list of destinations.

The following actions are available:

- Adding new destinations
- Editing destinations
- Delete destinations
- Changing the display order
- Expoting/Importing destinations

#### Note

- ☐ The **[Destination list]** displays the following information:
  - Name
  - Short ID
  - Delivery Type
  - Index Title

#### Adding a new destination

New destinations can be added for individual users or for whole groups.

#### Adding Users

From the [Operations] menu, point to [Add New Destination], and then select [User] to set a destination for an individual user. The following information is displayed in the [Destination List]:

• Name

- Short ID
- Delivery Type
- Index settings (when there are network devices.)

The following delivery types are possible:

- In-Tray save
  Data can be saved in the server's in-tray. In-tray options allow you to set passwords and document expiration dates. You can view the in-tray through Desk-TopBinder V2 or ScanRouter V2 Link.
- Save as Windows file
   This option saves data in a folder. Shared folders on client computers must be set to share beforehand.

The following folders may be selected as a destination:

- A shared folder on a Windows client computer in the network
- A folder on the delivery server



☐ Before selecting a folder on a Windows client computer, make sure that the folder is shared.

#### 

⇒ P.27 "Creating a Shared Destination Folder"

#### Note

- ☐ You can set more than one delivery type to a single destination or set one delivery type multiple times (on the same destination or multiple destinations). However, the in-tray can only have oe delivery type set at a time.
- ☐ Click [Properties] to display and adjust all available delivery types.
- ☐ An unused number is automatically assigned to **[Short ID]**. The number can be changed to another one not used.
- ☐ Select the [Add as also Sender] check box to set the new destination as a sender on the delivery table.

#### Adding a Group as a Destination

From the [Operation] menu, point to [Add New Destination], and then select [Group] to add a group as a destiation. Set the following items:

- Name
- Short ID
- Group members
- Index settings (when there are network devices.)

#### Note

- ☐ A group cannot have another group as a member.
- ☐ The [Group Members] list shows all of the destinations in that group.
- ☐ An unused number is automatically assigned to **[Short ID]**. The number can be changed to another not used one.
- To export a destination, select [Export Destination] from the [Opera-

☐ Select the [Add as also Sender] check box to set the new destination as a sender on the delivery table.

#### **Editing destinations**

Destinations already in the system can be edited. Select the destination you wish to edit from the [Destination List], and then select the desired operation in [Edit Destination] from the [Operation] menu.

#### **Deleting destinations**

Destinations can be deleted. Select the destination you wish to delete from the [Destination List], then select [Delete Destination] from the [Operation] menu.

#### Changing the display order

You can change the order in which destinations are viewed in the [Destination List]:

- Select the sender you wish to move from the [Destination List], then select [Up] or [Down] from the [Operation] menu.
  - Select [Down] to move the destination one place down the list.
  - Select [Up] to move the destination one step up the list.
- Select the destination you wish to move and drag it to the location you wish to move it to.

#### **Exporting/Importing destinations**

Destinations can be backed up by exporting.

**tions]** menu, and then select an export destination.

• To export a destination to the system again, select [Inport Destination] from the [Operations] menu, and then select a file to import.

#### Note

☐ Because password information cannot be impotred or exported, reset passwords after importing destination information.

#### **Managing Senders**

The **[Sender]** can manage senders. Select **[Sender]** in **[Delivery Table]** to view a list of destinations.

The following actions are available:

- Adding new senders
- Editing senders
- Deleting senders
- Changing the display order
- Exporing/Importing senders

#### Note

- ☐ Some network devices will use the destination's settings as sender information automatically, so a sender does not need to be set with this case.
- ☐ The following information is displayed on the [Sender List]:
  - Sender Name
  - Short ID
- ☐ The senders shown in the sender list can be specified from the network devices. When a scanned document is delivered, sender information is kept in the log.

#### Adding new senders

Like Destinations, senders can be set as individual users or as group.s

#### Setting the User Type

There are are several ways to add a sender.

- Click [Add New Sender] from the [Operations] menu and input the required information:
  - Sender Name
  - Short ID
  - Index settings (when there are network devices.)
- Add senders while setting user destinations. ⇒ P.17 "Adding a new destination"

#### Note

☐ An unused number is automatically assigned to [Short ID]. The number can be changed to another one not used.

#### Adding Groups

Add senders while setting group destinations. ⇒ P.17 "Adding a new destination"

#### **𝚱** Note

☐ After a user destination is set, the user cannot be set as a sender.

#### **Editing senders**

Senders already in the system can be edited. Select the sender you wish to edit from the [Sender List], then select the desired operation from [Edit Sender] under the [Operation] menu.

#### **Deleting senders**

Senders can be deleted. Select the sender you wish to delete from the **[Sender List]**, then select **[Delete Sender]** from the **[Operation]** menu.

#### Changing the displsy order

You can change the order in which destinations are viewed in the [Sender List].

- Select the sender you wish to move from the [Sender List], and then select [Up] or [Down] from the [Operation] menu.
  - Select **[Up]** to move the sender one step up the list.
  - Select **[Down]** to move the sender one place down the list.
- Select the sender you wish to move and drag it to the location you wish to move it to.

#### **Exporting/Importing senders**

Destinations can be backed up by exporting.

- To export a sender, select [Export Sender] from the [Operations] menu, and then select an import destination.
- To export a destination to the system again, select [Import Sender] from the [Operations] menu, then select a file to import.

# **Managing Undelivered Data Trays**

Undelivered documents are stored in the undelivered data tray. To view a list of undelivered documents, select [Undelivered Data Tray] from the [Delivery Table]. See the error log to determne why the document was not delivered and take the necessary action.

There are several operations for undelivered documents:

- Deleting selected undelivered data
- Forwarding undelivered data
- Viewing undelivered data

#### Note

- ☐ The **[Undelivered Data List]** displays the following information:
  - Item Name
  - Creator
  - Added

#### 

 $\Rightarrow$  P.22 "Error Log Adminstration"

#### Deleting selected undelivered data

Documents in the undelivered data tray can be deleted either individually or all at once.

- To delete a single document, select it from the [Undelivered Data List], and then select [Delete Selected Undelivered Data] from the [Operation] menu.
- To delete the entire documents in the tray at once, select [Delete All Undelivered Documents] from the [Operation] menu.

#### Note

☐ To prevent documents from accumulating in the undelivered data tray, set an expiration date after which documents are deleted

#### 

⇒ P.16 "Undelivered Data"

#### Forwarding undelivered data

To forward an undelivered document, select the document you wish to forward from the [Undelivered Data List], and then select [Forweard Undelivered Data] from the [Operation] menu.

#### Viewing undelivered data

To view an undelivered document, select the document you wish to display from the [Undelivered Data List], and then select [View Undelivered Data] from the [Operation] menu. The first page of the document will be shown by the appropriate application if available.

### Log Administration

The delivery server kepps the following logs:

- Log of scanner deliveries (Scan)
- Log of Error (Error Log)

#### Scan Delivery Log Administration

The **[Scan]** saves information about scanned data.

Select [Scan] to view the logged data.

The following operations can be performed from the scan delivery log.

- Deleting all log entries
- Exporing log entries
- Limiting miximum log entries

#### 

- ☐ An entry in the scan delvery log is created for each delivery. When there are multiple types, an entry will be made for each type.
- ☐ The **[Scan Delivery Log]** displays the following information:
  - Logged
  - Device
  - Delivered
  - Delivery Type
  - Sender
  - Destination
  - Subject
  - Item Name
  - Data Size
  - Pages
  - Original Size
  - Resolution
  - Result

#### **Deleting all log entries**

The entire scan delivery log can be deleted by selecting [Delete All Log Entries] from the [Operation] menu.

#### Note

☐ Log entries cannot be deleted individually.

#### **Exporting log entries**

To export the scan delivery log to a file, select [Export Log Entries] from the [Operation] menu, and then select a location to save in.

#### Limiting maximum log entries

To set the maximum size of the scan delivery log, select [Max Log Entries Limit] from the [Operation] menu, and then enter the desired maximum size.

#### Note

☐ The maximum log size must be between 100 and 1000 entries.

#### **Error Log Adminstration**

The error log records errors on the system.

The following operations are available for the error log:

- Deleting all error log entries
- Viewing/dliverying/forwarding error data
- Forwarding/dliverying/forwarding error data
- Exporting error log entries

Limiting maximum error log entries

#### Note

- ☐ An entry in the error log is created for each delivery. When there are multiple types, an entry will be made for each type.
- ☐ The **[Error Log]** dispalys the following information:
  - Logged
  - I/O Device
  - Delivery Type
  - Error Details
  - Handling
  - Sender
  - Destination
  - Application
  - Item Name

#### **Deleteing all log entries**

The error log can be deleted by selcting [Delete All Log Entries] from the [Operation] menu.

#### Note

☐ Log entries cannot be deleted individually.

#### Viewing error data

To display an entry in error log, select an entry from the [Error Log], and then select [View Delivery/Forwarding Error Data] from the [Operation] menu.

#### 

⇒ P.31 "Error Log"

#### Forwarding error data

To forward an error in error log, select an entry from the [Error Log], and then select [Forward Delivery/Forwarding Error Data] from the [Operation] menu, and then select a location to forward to.

#### Exporting the error log

To export the error log to a file, select **[Export Error Log Entries]** from the **[Operation]** menu, and then select a location to save in.

#### **Limiting Maximum error log entries**

To set the maximum size of the error log, select [Max Error Log Entries Limit] from the [Operation] menu, and then enter the desired maximum size.

#### Note

☐ The maximum log size must be between 100 and 10000 entries.

#### Maintenance

The ScanRouter V2 Administration Utility has the following maintenance functions. Make sure that delivery service is suspended before beginning maintenance.

- Back Up
- Restore
- Recover
- Reture to Installation Defaults

#### **Backing Up and Restoring**

All system information can be backed up in any diretory on the delivery server. It is recommended that backups be made regularly.

To restore backup data, use the Restore function. Unneeded backup data may be deleted with the Delete Backup Data function.

#### Note

☐ Backup data should be saved in a directory to which the delivery server has access. Be especially careful of this when backing up from a remote location.

#### Backing Up

Select [Back Up] from the [Maintenance] menu to save to the backup directory. If there is an error caused by insufficient disk space during backup, change the backup location or delete unncessary files, and then back up again.

#### Restoring Backup Data

Select [Restore] from the [Maintenance] menu, and then select the backup data to use.

#### **#Important**

- ☐ The Restore function should only be used when there is no alternative.
- ☐ The Restore function returns to the state it was in when the backup was made. All data or changes saved since the backup will be lost.

#### Deleting Backup Data

Select [Delete Backup Data] from the [Maintenance] menu, and then select the data to delete.

#### Note

☐ When backing up or restoring the system, do not perform any other operations.

#### **System Recovery**

If the delivery server loses power from any reason such as regular shutdown, data may be corrupted. If this happens, the system may become unstable and cause frequent errors. To resolve the situation, select [Recover] from the [Maintenance] menu.

#### **#**Important

☐ Do not use the Recover function unless absolutely necessary.

#### Returnig to Installation Defaults

This function deletes all data and settings and returns the system to its initial state. To start initialization, select [Reture to Installation Defaults] from the [Maintenance] menu.



☐ Do not use this function unless absolutely necessary.

# 4. Appendix

### **Creating a Shared Destination Folder**

When scanned documents are sent to Windows folders, make sure the shared folder is ready to receive the documents.

The following folders can receive documents in this way:

- Folders on a computer with Scan-Router V2 Lite installed
- Windows folders on computers connected to the network

# **Creating Shared Folders under Windows 95/98**

#### 

For more information about this topic, see Windows 95/98 Help.

- 1 Create a folder on the destination computer.
- 2 From Windows Explorer, click to select the folder to be shared, and then click [Properties] from the [File] menu.
- Click the [Sharing] tab, and then check [Shared as].
- 4 Enter a share name for the folder.
- Select [Full] under [Access].

#### Note

- ☐ Grant full access to shared network folders for ScanRouter V2 Lite users.
- ☐ Do not set any password.
- Click [OK].

# Sharing a Folder under Windows NT4.0

#### 

For more information about this topic, see Windows 4.0 Help.

- 1 Create a folder on the destination computer.
- From Windows Explorer, click the folder to be shared, and then click [Properties] from the [File] menu.
- Click the [Sharing] tab, and then click [Shared As].
- 4 Enter a share name for the folder.
- Click [Permissions].
- On the [Access Through Share Permissions] dialog box, set the access rights, and then click [OK].

#### Note

- ☐ Grant [Full Control] or [Change] to shared network folders for ScanRouter V2 Lite users.
- **1** Click [**0**K].

# Assigning a Drive to a Network Folder

When sending a document to a network folder installed on a Windows computer with ScanRouter V2 Lite, a drive must be assigned to the folder.

- 1 Open network computer on the desktop.
- 2 Double-click the icon of the sending computer.

All of the shared folders on this computer will be displayed.

- Click to select the shared folder, and select [Map Network Drive] from the [File] menu.
- Select a drive from the [Drive] drop-down list.
- Select the check box next to [Reconnect at Login].

#### ∰Important

- ☐ When delivering to a network computer, it is necessary to assign the same drive to the folder. Be sure to select this check box.
- Click [OK].

#### **∰**Important

☐ You cannot deliver to a folder which requires a password when assigning a drive. Make sure with access authorization settings.

# **Troubleshooting**

Problem	Possible Causes and Solutions
When launching the ScanRouter V2 administration Utility from the delivery server, the following message appears "Delivery server authorization settings may be incorrect. The [Authorization for Server Access] dialog box will be displayed. Set authorization properly."	The ScanRouter V2 Lite starting account password may have been changed. Take the following steps, and then restart the server.  Click [OK] in the dialog box.  When the [Authorization for Server Access] dialog box appears, enter the new password, and click [OK]. Restart the server.
When launching the ScanRouter V2 Administration Utility from a client computer, the following message appears: "Delivery server authorization settings may be incorrect.Restart management tools on the delivery server and set authorization properly."	The ScanRouter V2 Lite starting account password may have been changed. Take the following steps, and then restart the server.  From the [Start] menu on the server, point to [ScanRouter V2 Lite], and then select [ScanRouter V2 Administration Utility].  The following message will appear: "Delivery server authorization settings may be incorrect. The [Authorization for Server Access] dialog box will be displayed. Set authorization properly." Click [OK] in the message box.  When the [Authorization for Server Access] dialog box appears, enter the new password, and click [OK].  Restart the server.  Note  If the starting mode for the delivery server is set to [Service], you must log into Windows.
The operation panel of an network device displays "Cannot communicate with server."	<ul> <li>Make sure that the server is operating properly.</li> <li>Make sure that the network device has the correct IP addresses for itself and for the server or other network settings.</li> </ul>
The operation panel of an network device displays "Address update failed. Try again?"	Delivery service may not start. Restart delivery service from the <b>[Server]</b> menu of the ScanRouter V2 Administration Utility.
The operation panel of an network device displays "Destination and sender list update has been failed. Try again?"	Make sure that the network device settings are correct in <b>[Set I/O Device]</b> menu on the ScanRouter V2 Administration Utility.
When selecting a server, the following message appears "The specified computer name or IP address is not valid. Please specify another name or address."	<ul> <li>Make sure that the server setting is correct and the IP address and name are correct in network settings.</li> <li>You may be logged onto Windows under an account that does not have adminstrator access. Login under an account that has the access right.</li> </ul>

Problem	Possible Causes and Solutions
There is no response when [Browse] is clicked in [Set I/O device].	<ul> <li>Make sure that network devices are plugged in and switched on.</li> <li>Make sure that delivery can made by selecting a device by host name and/or IP address.</li> <li>Some I/O devices do not require any configutration. If the devices are of this type, clicking [Browse] may not display anything. If this is the case, make sure that the device has the correct IP address for the server.</li> </ul>
After entering an IP address in [Set I/O device], the following message appears "The selected I/O device is not switched on, or is not available on this network."	<ul> <li>Make sure that device is plugged in and switched on.</li> <li>Some I/O devices do not require any configuration. If this is the case, make sure that the device has the correct IP address for the server.</li> </ul>
When adding or deleting a destination and updating the index, those on the network device are not updated.	Some I/O devices do not automatically update destination lists. Press [Update Adress] on the device to update the delivery list.
When entering the password on the [Authorization for Server Access] diaog box, the following message is displayed "Your password may be invalid.\nIf you are sure about password you entered, press [Cancel] and close the [Authorization for Server Access] dialog box."	The password for the starting Windows account may be incorrect, or account authorization may have changed. Make sure that the password and the authorizations are correct and reenter the password, then, restart the computer.

# **Error Log**

The following table expalins the meanings of common error log entries.

Entry	Possible Causes and Solutions
Drive is not ready.	<ul> <li>Windows is not strted on the destination computer.</li> <li>The specified drive does not exist.</li> <li>No network drive has been mapped to the network folder which is selected as a destination folder. Map the network drive to the network folder again.         ⇒ P.27 "Assigning a Drive to a Network Folder"</li></ul>
No access rights to the specified folder.	The sender does not have export access privileges to the specified folder. Make sure the user is logged in under the correct name. If the user name is correct, change the access properties of the folder. ⇒ P.27 "Creating a Shared Destination Folder"
No destination user has been registered.	The destination group does not have the specified destination as a member and therefore the document could not be delivered. The document is saved in the undelivered data tray.
Destination file versions do not match.	The delivery server and network device have different versions. Could not deliver to specified destination. This error occurs when the network device does not automatically update its address book. If the delivery server has updated its address book, restart the network device so that it updates its address book.
Disk space insufficient.	Free disk space has fallen below the [Issue alert at] threshold set in [Server disk space] on the [Error/Disk Space] tab. Create more disk space.
Delivery processing interrupted due to insufficient disk.	Free disk space has fallen below the [Suspend at] threshold set in [Server disk space] on the [Error/Disk Space] tab. Create more disk space.
Unable to process as disk is full.	This message is displayed when attempting to send to an unverifiable disk or when attempting to save a doc- ument larger than the available disk space.

### **Dial-up Connection**

Take the following precautions when using a dial-up connection capable devices:

# If dialup-router is connected to devices on the network on which ScanRouter V2 Lite is to be used:

Set the delivery server to the correct settings with connected ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2. Set network devices to appropriate settings from [Sett I/O Device] in ScanRouter V2 Administration Utility.

If the network environment changes, make the necessary changes on clients and/or network devices to correct server information with connected ScanRouter V2 Administration Utility, ScanRouter V2 Link or DeskTopBinder V2, and set correct information of connecting devices on [Sett I/O Device] from ScanRouter V2 Administration Utility.

#### **#Important**

☐ If set for connection to the server via dialup-Router, a connection may be charged.

# If a computer is with dial-up feature:

If you are using the ScanRouter V2 Administration Utility, DeskTop-BInder V2 and/or ScanRouter V2 Link on a computer with dial-up feature, a connection to the server may be charged with a certain settings.

#### Important

☐ If a computer is set as automatic internet connection with the dial-up feature, a connection to internet is charged without notifying display. Set the computer to confirm connection in display before dialing up. Sometimes check if automatic dial-up is not taking place during using these applications.

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